

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	A-09-103
		初回選考締切り日 : 1 st Cut Off Date	18 NOV 2009
		募集締切日: Closing Date	27 JAN 2010*
		発行日: Date of Issue	28 OCT 2009
1.職種名 Job title (等級 Grade <u>1-6</u> / 語学等級 LAD <u>3</u>) Purchasing & Contract Specialist, MLC #415		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
見習い採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: 1-4/5 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
2.部隊 Activity Purchase Branch (Code 406.7), Supply Management Department Atsugi Site, U. S. Fleet and Industrial Supply Center, Yokosuka 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk) 週 40 時間制: 40 Hours Per Week <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular Mon – Fri, 0745-1630, Recess: 1145-1230 <input type="checkbox"/> 夜勤有 Night Shift <input checked="" type="checkbox"/> 残業有 Overtime <input checked="" type="checkbox"/> 出張有 Business Travel			
6.職務内容 Duties See attached sheet (添付書類参照)			
7. 職務状況 Working Condition:			
8.資格要件/身体条件 Qualification/Physical Requirements BWT-1-6 - One year of specialized work experience at 1-5 (or equivalent level) in the related field, or Masters degree in the related field. - Knowledge of Federal Acquisition Regulation (FAR), Defense FAR Supplement (DFARS), Navy and Marine Corps Acquisition Supplement (NMCARS), and Naval Supply Systems Command (NAVSUP) regulations, and FISC Yokosuka instructions. - Skill in operating a personal computer system such as MS Word, Excel, Access, and Power Point. - Ability to negotiate and administer contracts/orders. - Ability to analyze and evaluate various quotations exercising the cost and price analysis techniques and knowledge of regulations, laws, directives, etc. - Ability to speak, read and write English at fluent proficiency level (LAD-3). - Ability to speak, read and write Japanese fluently. - Completion of all training courses including also those conducted in U.S. as required by the Defense Acquisition Workforce Improvement Act (DAWIA) for levels I and II. *Those who do not fully meet above requirement may be considered for lower grade trainee. BWT-1-5 - One year of clerical, technical, or administrative work experience at 1-4 (or equivalent) level in the related field or completion of 4-years college/university in a related field. - Must be able to complete all training courses including also those conducted in U.S. as required by the Defense Acquisition Workforce Improvement Act (DAWIA) for levels I and II. - Other factors will be considered in conformity to the target grade. BWT-1-4 - One year of work experience in any clerical, administrative, or technical field or completion of 4-years college/university in any field. - Must be able to complete all training courses including also those conducted in U.S. as required by the Defense Acquisition Workforce Improvement Act (DAWIA) for levels I and II. - Other factors will be considered in conformity to the target grade. *A handicapped applicant may be accepted, depending upon the degree and kind of disability. Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate (both front and back sides) to your application. Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See block #8		免許証/修了証 License/Certificate Required : See block #8	

*☒ 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) <http://hro.cnfj.navy.mil>

*☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <http://hro.cnfj.navy.mil>

*の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.

☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)

☒ 80円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)

☒ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC HRO Atsugi Satellite Office 厚木基地人事部 ☎ 046-763-3426 / 3624 / 3427 (DSN) 264-3426 / 3624 / 3427	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	PDN: FISC-406.7-003

*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。

Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

*応募時点でMLC/IHA規定の雇用資格を満たしていない応募者は選考の対象となりません。

Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。Submitted applications will not be returned.

*初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。

After 1st Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

6.職務内容 Duties

Performs duties related to the negotiation or administration of contracts usually of the firm fixed price type for supplies, equipment, commodities, or services. Occasionally conditions surrounding the procurement action may dictate the use of price redetermination or escalation provisions, and may include negotiation of cost reimbursement contracts. Contracts negotiated and administered are to provide supplies and services, equipment and engineering services for Base or Port activities, such as maintenance and repair of building, roads, runways, etc., the removal and/or installation of miscellaneous industrial equipment and similar actions. Refers to standardized detailed government specifications or detailed purchase descriptions or existing data on items previously manufactured in production quantities in the preparation of contracts.

Performs any one or a combination of the following:

Reviews request for proposal and refers to supervisor for action by legal authorities, engineers or other appropriate experts for necessary action. Reviews purchase request, specifications, drawings, and government estimate cost breakdown.

Reviews abstract of bids. Analyzes and evaluates prospective contractor's production capacity, financial and cost data, facilities and other background data in order to make recommendation to supervisor. Attends negotiation or renegotiation conference with contractor representatives. Recommends source of action to supervisor based on results or negotiations.

Reviews progress schedules against schedule submitted by contractor. Makes work site spot check to assure contractor's compliance with contract terms, work progress, timely delivery of government furnished property, testing procedures, final inspection and acceptance schedules. Reports delinquencies noted to supervisor. Prepares amendments to bids, change orders, supplemental agreements, cancellations, modifications, etc. Advises contractor on termination procedures. Conducts contract administration during interim period to assure compliance with prescribed terms.

Contract termination at this level involves preliminary reviews of contractor's claims, consolidation of files, assembly of all material pertinent to the case, reviewing of recommendations of other employees in connection with termination actions and conducting of preliminary, negotiations contractors in termination actions.

Performs other related or incidental duties as assigned.